

State of California - Department of Social Services
DUTY STATEMENT**Current and Proposed**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

AGPA

POSITION NUMBER:

022-5393-XXX

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Office of Equity/Immigrant Integration Branch/Sacramento

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Immigration Services Bureau

SUPERVISOR'S NAME:

TBD

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Immigration Integration Unit and Immigration Services Units ensures the effective development and implementation of programs and funding initiatives necessary to support legal services, outreach, community education, and other immigrant integration efforts.

CONCEPT OF POSITION:

Under the direction of the SSM I, AGPA/SSA is responsible for developing and overseeing contracts/grants with service providers who provide outreach, education, and application assistance for Deferred Action for Childhood Arrivals(DACA), Naturalization, Removal Defense, legal services for individuals including Unaccompanied Undocumented Minors (UUM) and in Higher Education.

A. RESPONSIBILITIES OF POSITION:

40% Lead in the preparation of funding applications, awards to service providers, and tracking of expenditures. Provides analysis, review and maintenance of all contracts with service providers and processes of contract invoices. Develops, reviews, analyzes, writes, and processes complex contracts/grants utilizing the technical and difficult competitive award processes. Analyzes final departmental review of contracts/grants requiring approval, and ensures assigned contract management responsibilities and activities conform to contract laws, rules, policies, procedures, and statutes. Writes scope(s) of work and composes and responds to correspondence regarding contract/grant procedures, activities, and issues affecting State of California contracting. Develops and maintains a database to track contracts/grants and provide status updates to management throughout the contract process. Evaluates complex contracts/grants to ensure compliance with all contract/grant provisions. Develops and maintains Microsoft Excel spreadsheets to track contract expenditures; documents all communications with vendors; interprets, reviews, and provides recommendations to management. Provides weekly, monthly, and quarterly reports to management as needed.

30% Attends, presents at and leads meetings with internal staff on sensitive and/or complex contracts/grants to assist in developing contracts. Develops and prepares the Request for Applications. Evaluates and requests amendments, renewals, or new contracts to meet the business needs of the Immigration Unit. Reviews and provides an initial approval of invoices for payment to substantiate expenditures for work performed and prevent late payment penalties. Monitors and documents the performance of contractors through the evaluation of contractor's quarterly reports.

15% Evaluates and makes recommendations in the qualification and award process for potential contractors, which include program concept development. Participates in the monitoring of service providers to ensure adherence to contract/grant requirements. Gathers and analyzes data to develop of the Immigration Unit policies and procedures necessary for program implementation. Provides guidance and consultation regarding contract administration.

10% Lead in the collection, receipt, and dissemination of program-related information to stakeholders, as appropriate. Develop and issue responses to inquiries from federal, state, and county agencies, the media, Legislators, and the general public in regards to immigration programs and data.

5% Performs other duties as assigned.

B. SUPERVISION RECEIVED:

The AGPA/SSA receives direction from the SSM I. The assignments usually come from the SSM I, but may come from the Bureau Management or Branch Chief. The analyst is expected to work independently to produce complete products. In addition, the analyst is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AGPA/SSA interfaces with all levels of departmental managers, supervisors and employees, as well as legislative staff, nonprofit organizations, other state agencies and departments, and advocates involving immigration issues

E. ACTIONS AND CONSEQUENCES:

Documents and correspondence prepared by the AGPA/SSA will be the basis for making policy and contract/grant decisions affecting the Immigration Services programs and its population in California. Such documents must take into consideration all factors and alternatives to ensure that enough information is provided for the Administration to make educated decisions. Inaccurate or inadequate information could result in inappropriate decisions that affect part or all of the needy immigrant population in California or poor program operations and delivery of services.

F. OTHER INFORMATION:

Overnight travel may be required.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Staff Services Analyst

POSITION NUMBER:

800-022-5157-XXX

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Office of Equity/Immigrant Integration Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Immigration Services Bureau

SUPERVISOR'S NAME:

TBD

SUPERVISOR'S CLASS:

Staff Services Manager I (SSM I)

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one)*:

- ☐ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Immigration Services Bureau ensures the effective development and implementation of programs and funding initiatives necessary to support legal services, outreach, community education, and other immigrant integration efforts.

CONCEPT OF POSITION:

Under the direction of the SSM I, SSA is responsible for developing and overseeing contracts/grants with service providers who provide outreach, education, and application assistance for Deferred Action for Childhood Arrivals (DACA), Naturalization, Removal Defense, legal services for individuals including Unaccompanied Undocumented Minors (UUM), and other immigration remedies.

A. RESPONSIBILITIES OF POSITION:

40% Assist in preparing funding applications, awards to service providers, and tracking of expenditures. Provides analysis, review and maintenance of all contracts with service providers and processes of contract invoices. Develops, reviews, analyzes, writes, and processes the less complex contracts utilizing the technical and difficult competitive award processes. Analyzes and assists in final departmental review of contracts for approval, and ensures assigned contract management responsibilities and activities conform to contract laws, rules, policies, procedures, and statutes. Assists in writing scope(s) of work and composing and responding to correspondence regarding contract procedures, activities, and issues affecting State of California contracting. Assists in developing and maintaining a database to track contracts/grants and provide status updates to management throughout the contract process. Evaluates the less complex contracts/grants to ensure compliance with all contract provisions. Utilizes Salesforce and/or develops and maintains Microsoft Excel spreadsheets to track contract expenditures; documents all communications with vendors; interprets, reviews, and provides recommendations to management. Provides weekly, monthly, and quarterly reports to management as needed.

30% Assists in developing and preparing the Request for Applications. Assists in evaluating and requesting amendments, renewals, or new contracts/grants to meet the business needs of the Immigration Unit. Reviews and provides an initial approval of invoices for payment to substantiate expenditures for work performed and prevent late payment penalties. Monitors and documents the performance of contractors through the evaluation of contractor's quarterly reports.

15% Evaluate, analyze, and makes recommendations in the qualification and award process for potential contractors. Assists in the monitoring of service providers to ensure adherence to contract/grant requirements. Gathers and analyzes data to develop of the Immigration Unit policies and procedures necessary for program implementation. Assists with guidance and consultation regarding contract/grant administration.

10% Assists in the collection, receipt, and dissemination of program-related information to stakeholders, as appropriate. Assists in developing and issuing responses to inquiries from federal, state, and county agencies, the media, Legislators, and the general public in regards to immigration programs and data. Attends and assists in presenting at daily and weekly meetings with internal staff on the less sensitive and/or less complex contracts to assist in developing contracts.

5% Performs other duties as assigned.

B. SUPERVISION RECEIVED:

The SSA receives supervision from the SSM I. The assignments usually come from the SSM I but may come from the Branch, Bureau, or Section Chief. The analyst is expected to work independently to produce complete products. In addition, the analyst is expected to coordinate work in progress with all other affected units/organizations. Products are reviewed for completeness and consistency.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SSA interfaces with all levels of departmental managers, supervisors and employees, as well as legislative staff, nonprofit organizations, other state agencies and departments, and advocates involving immigration issues.

E. ACTIONS AND CONSEQUENCES:

Documents and correspondence prepared by the SSA will be the basis for making policy and contract decisions affecting the Immigration Services programs and its population in California. Such documents must take into consideration all factors and alternatives to ensure that enough information is provided for the Administration to make educated decisions. Inaccurate or inadequate information could result in inappropriate decisions that affect part or all of the needy immigrant population in California or poor program operations and delivery of services.

F. OTHER INFORMATION:

Overnight travel may be required.